

Revisions **highlighted** for RFP Amendment 07

Request For Proposal (RFP)
Project Manager Mission Command (PM MC)
Mission Command Support Center (MCSC)

ITSS Order ID: ID03180023

Order Type: Hybrid (Firm Fixed Price/Labor Hour)

Contract Vehicle: Alliant Small Business (ASB)

Ordering Procedure: FAR Subpart 16.505

The purpose of this Request For Proposal (RFP) is to obtain a proposal to satisfy the requirements of the Performance Work Statement (PWS).

This is total set aside for small business concerns using the ASB GWAC.

Basis for Award: The Government's intent is to evaluate the submitted proposals (see instructions) against the criteria set forth below and then determine which proposal represents the best value that meets the requirement, considering price and other factors (tradeoffs). The Government reserves the exclusive right to make this determination of the best value and may award the task order to other than the lowest priced proposal if it is determined that the higher price is justified in return for the technical superiority of the higher priced proposal. The Government anticipates selecting an awardee and issuing a task order award based on initial proposals received; therefore, offerors are cautioned to submit their best price and technical proposal upfront.

RFP Attachments:

The following attachments are included with this RFP:

- Attachment 1 – PM MC MCSC PWS
- Attachment 2 – Pricing Template
- Attachment 3 – Staffing Template
- Attachment 4 – Certifications and Security Clearances Verification
- Attachment 5 – Quality Assurance Surveillance Plan (QASP)
- Attachment 6 – Organizational Conflict of Interest (OCI)
- Attachment 7 – MCSC Devices and Tools
- Attachment 8 – MCSC Metrics

RFP Instructions:

**ALL PROPOSALS MUST BE SUBMITTED VIA GSA'S IT-SOLUTIONS SHOP (ITSS)
AT <http://portal.fas.gsa.gov>.**

Proposal Due Date/Time: All submission must be submitted on or before April 16, 2018 at 5:00 PM ET.

Pre-Proposal Conference:

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Date: March 20, 2018

Time: 10:00 AM Eastern Time

Purpose:

- To explain the RFP instructions and attachments.
- Answer questions directly related to the RFP and attachments.

No technical questions are permitted.

Results of the pre-proposal conference will not be provided.
Offerors who choose not to attend do so at their own risk.

Meeting Space Information:

Meeting Name: ID03180023 Pre-Proposal Conference

- Adobe Connect session - to join the meeting, go to:
<https://meet.gsa.gov/rrs0yd0jeipt/>

Note: If you have never attended an Adobe Connect meeting before: Test your connection: https://meet.gsa.gov/common/help/en/support/meeting_test.htm

Questions Due: All questions shall be submitted via email no later than March 22, 2018 at 4:00 PM ET to the following:

- Contracting Specialist: Thomas.McCarthy@gsa.gov, Phone: 215-446-5808
- Contracting Officer: Christine.Chaapel@gsa.gov, Phone: 215-446-4898

The Government will begin immediate review and evaluation of the RFP closing date and time. Submissions of proposals or requests for information received after the closing date and time are late and will not be considered.

Proposal Submittal Instructions:

The written submission shall be broken into two volumes: Volume 1 – Technical Proposal and Volume 2 – Price Proposal.

Note1: Volume 1 and Volume 2 of your offer should include the following legend on each page: “Source Selection Information - See FAR 2.101 and 3.104”

Note 2: Inclusion of assumptions, caveats, or exceptions to the requirement may result in the proposal no longer being considered.

Submission Formatting Requirements:

Volume 1 – Technical Proposal shall be formatted as follows:

- Page Limitation: 10 double-spaced pages maximum (inclusive of Staffing Approach, Past Performance, and Transition-in Plan)
- Page Size: One-sided, letter size (8.5” x 11”)

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- Font Size: minimum 11-point font size
- Font Type: Arial (or other common font)
- Graphics, Illustrations, and Tables: 9-point font size and single spacing is acceptable

Volume 2 – Price Proposal shall be formatted as follows:

- Use Attachment 2 - Pricing Template
- Additional narrative is not accepted within the price proposal

Evaluation Criteria:

- Go/No-Go Criteria
- Technical Factors:
 - Staffing Approach (includes Staffing Matrix, Organization Chart, and Staffing Narrative)
 - Past Performance
 - Transition-in Plan

The evaluation criteria are listed in descending order of importance. The technical factors when combined are more important than price. However, price is always evaluated and price rises in importance when technical merit among the Proposals becomes more equal.

Volume 1 – Technical Proposal

Go/No-Go Criteria: (not included in the Volume 1 page limitation)

Based on the requirements outlined below and the applicable sections of the PWS, if it is determined that the Offeror has not successfully met the requirements the submission will be rated as 'No-Go' and no further consideration will be given to the proposal. These criteria will be evaluated using Attachment 3 – Staffing Template and the signed Attachment 4 – Certifications and Security Clearances Verification.

Certifications and Security Clearance Verification - As designated in the PWS, the offeror shall verify that it possesses the required industry certifications and personnel and facility security clearances at the required levels. The Offeror shall sign and submit Attachment 4 - Certifications and Security Clearances Verification document in order to acknowledge and certify compliance with these requirements.

Factor 1: Staffing Approach

This factor includes the Staffing Matrix, an Organization Chart, and the Staffing Narrative. The proposal shall reflect the specific ASB labor categories that the Offeror deems appropriate to accomplish the work described in the PWS. PWS Attachment A.1, Sites, Functions, Skill & Support Staff Requirements Table, is based on historical staffing data and is provided for guidance only.

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In addition, MCSC Device & Tools & historical MCSC Help Desk Metrics are provided for guidance as Attachments 7 & 8.

Staffing Matrix: (not included in the Volume 1 page limitation)

The offeror shall complete and submit RFP Attachment 4 – Staffing Template that reflects the staffing needed to accomplish the work described in the PWS. The Staffing Template shall contain the following information for the base year and each subsequent option year:

- (1) Proposed ASB labor categories
- (2) Skill levels (Entry, Journeyman, Senior, etc.)
- (3) Corresponding functional role(s)
- (4) Number of hours by position
- (5) Key personnel marked in the appropriate column
- (6) Location (APG, MD or Ft. Carson, CO) for each position marked in the appropriate column
- (7) DoD 8570 Information Assurance Training (IAT) qualifications marked in the appropriate column
- (8) Security Clearance level marked in the appropriate column

Under **CLIN x003** offerors should provide the same labor categories proposed under CLIN x001, Firm Fixed Price labor, but should not provide any hours.

Organization Chart: (included in the Volume 1 page limitation)

The offeror shall provide an Organizational Chart that displays the breakdown of labor categories per PWS task area by location.

Staffing Narrative: (included in the Volume 1 page limitation)

- The offeror shall explain the rationale for using the selected ASB labor categories and skill levels.
- The offeror shall describe its process for vetting candidates to ensure they are qualified for the assigned role.
- If applicable, explain the rationale for choosing any subcontractor(s).

Factor 2: Past Performance (included in the Volume 1 page limitation)

The offeror shall:

- Provide one (1) example of similar scope and size that was:
 - Performed as the Prime or as a Subcontractor under a Federal or state contract/task order
 - Performed within the past five (5) years
 - Similar in scope is defined as managing and operating multiple networks supporting US Government assets around the world.

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- Similar in size is defined as 65 FTEs or more.

The offeror should provide the following information for the example:

- Name of customer organization
- Contract number
- Period of performance
- Place of performance
- Dollar value
- Number of FTEs
- Contracting and Technical Customer POC
 - Name, Title, Phone Number, and Email
 - The Government is not responsible for inaccurate information or unresponsive references.

Anything over one (1) example will be ignored. The Government will evaluate quality, timeliness, and customer satisfaction for the offeror's past performance examples. In evaluating past performance, the Government reserves the right to use data obtained from other sources as well as that provided in the proposal. This includes information contained in the Past Performance Retrieval System (PPIRS).

Factor 3: Transition-In Plan (included in the Volume 1 page limitation)

The Offeror shall present a written Transition-in Plan that:

- a. Discusses your approach to executing a seamless transition-in. Include in your approach your process for working with the incumbent contractor during a 30 to 45-day transition period.
- b. Presents a schedule showing transition activities and milestones. Offerors may include a page size larger than 8.5 x 11.

Volume 2 – Price Proposal

The offeror shall submit a price proposal using Attachment 2 – Pricing Template. The price proposal shall include a subtotal for each performance period and a total price for the submitted proposal.

Include a cover letter with the following information:

- Offeror's ASB contract number.
- Offeror's DCAA and/or DCMA Points of Contact to include: name, phone number, and email address.
- Statement that the proposal is valid for 120 days from the closing date of the RFP.
- Names and DUNs of any subcontractors or teaming partners anticipated to work on the task order.

The proposal shall be derived from the labor category(s) and rate(s) on the offeror's currently approved ASB GWAC. The offeror shall include the Not-to-Exceed (NTE) amounts provided by the Government in subtotals and totals. **For CLINs x002 (ODCs –**

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Travel and Material) and x003 (Government-directed Overtime and Surge Labor) only the Government-provided NTE amounts are authorized.

All labor with the exception of Government-directed Overtime and Surge labor (CLIN x003) shall be proposed on a Firm Fixed Price basis. Government-directed Overtime and Surge labor shall be proposed on a Labor Hour basis. A Not-to-Exceed (NTE) amount is provided on the pricing template for CLIN x003, Government-directed Overtime and Surge. Under CLIN x003 offerors should provide rates for the same labor categories proposed under CLIN x001, Firm Fixed Price labor.

The Government is seeking discounts from ASB pricing.

Travel/Material ODC: Travel and ODCs are cost-reimbursable line items. Refer to the Pricing Template for pre-populated Not-to-Exceed (NTE) to be proposed for Travel and Material ODCs. Government will not pay any applied indirect rate to Travel and ODCs unless the rate is consistent with the provisions of the Offeror's ASB contract and is specifically identified in the pricing proposal. The pricing template includes cells for G&A rates on CLIN x002, Other Direct Costs (ODCs). Travel and Material NTE amounts are inclusive of G&A.

Offerors shall assume a base year which includes a transition period of 30 to 45 days, plus four (4) one-year option periods. Dates are subject to change.